



APPENDIX A5
ADA Title II- Self Evaluation





THE AMERICANS WITH DISABILITIES ACT TITLE II

SELF-EVALUATION

This document provides general information to promote voluntary compliance with the Americans with Disabilities Act (ADA). It is intended to serve as guidance for use by courts in conducting their ADA Self-Evaluation. It was prepared under a grant from the U.S. Department of Justice. While the Department of Justice has reviewed its contents, any opinions or interpretations in the document are those of the National Center for State Courts (NCSC). They do not necessarily reflect the views of the Department of Justice. This material is provided by the NCSC as a service to the courts to facilitate their self-evaluation process in compliance with the ADA. It is not intended to replace or substitute for each courts' judgement about what is needed to comply with ADA. The NCSC does not warrant, guarantee, or represent that use of this form will insure compliance with the Act. The NCSC will not indemnify, hold harmless, or make whole any entity which utilizes this form and is later found liable for damages, injunctive or other relief relative to noncompliance. Courts and other entities using this form do at their own risk and shall not look to the NCSC for reimbursement of any costs, including attorneys fees, associated with or resulting from its use. Use of this form signifies that the user agrees to these conditions. The ADA itself and the Department of Justice's ADA regulations should be consulted for further, more specific guidance.

The Americans With Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of physical or mental disabilities in the areas of (1) employment (2) public services (3) public accommodations and services operated by private entities and (4) telecommunications. It creates significant new obligations for state and local courts as public employers and as providers of public services. One such obligation is the requirement that courts complete a self-evaluation by January 26, 1993. The self-evaluation is a tool for management to use to identify and correct potential violations before they occur, thus avoiding future enforcement actions. Public entities with 50 or more employees are required to maintain a written record of the self-evaluation on file and make it available for public inspection for three years, but there is no requirement that it be submitted to a Federal agency for review.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate by submitting comments, but are strongly encouraged to consult actively with individuals with disabilities in the self-evaluation process. The experience of such individuals in using court services can be an invaluable aid in identifying problems, and individuals with disabilities are often aware of simple and inexpensive methods for providing access that are not readily apparent to individuals who have not experienced disabilities. The Self-evaluation and facilities checklist are tools designed to assist courts with development of their own approach to self-evaluation, and should be used only after careful consideration of how the self-evaluation process applies to the court.

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Part II is a facility accessibility checklist to assist courts in identifying the existing facility barriers and make its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. Should structural changes to facilities be necessary to achieve program accessibility, such changes should be made as expeditiously as possible but no later than January 26, 1995. A transition plan depicting the steps necessary to complete the changes must be developed by July 26, 1992 for courts that employ 50 or more persons. New construction and renovation or alteration to existing facilities commenced after January 26, 1992 should be constructed in conformance with ADA Accessibility Guidelines in a manner that the portions of the new construction or alteration are readily accessible to and useable by individuals with disabilities.

PART II COURT FACILITY ACCESSIBILITY REFERENCE GUIDE IS DIVIDED INTO THREE SECTIONS:

- Section A addresses facility accessibility
- Section B addresses facility site accessibility
- Section C addresses general building elements accessibility

Why Is Court Facility Accessibility Required?

There is no requirement that all existing court facilities be made accessible. Instead, courts must ensure that the services, programs, and activities they conduct are readily accessible to and useable by individuals with disabilities. In many cases, removal of architectural barriers in existing facilities will be the best method of providing program access, but removal of physical barriers is not required if other methods of providing program access are effective.

Even though facility access is not required, it is necessary to identify architectural barriers in existing facilities in order to determine where modifications may be required to ensure that the programs offered in those facilities are accessible.

Although Title II does not require that existing buildings be made accessible, it does establish strict accessibility requirements for new construction and alterations. Making a facility accessible is relatively simple and inexpensive when accessibility requirements are incorporated in the design of the facility. (While it may be difficult and costly to remove an existing barrier, it is not difficult to avoid building it in the first place.) Title II therefore requires that newly constructed facilities, and alterations to existing facilities, conform to strict accessibility standards.

Public entities, including courts and courthouses, may choose from two design standards for new construction and alterations. They can choose either the Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), which is the standard that must be used for public accommodations and commercial facilities under Title III of the ADA. If ADAAG is chosen, however, public entities are not entitled to the elevator exemption (which permits certain buildings under three stories or under 3,000 square feet per floor to be constructed without an elevator). The Federal Architectural and Transportation Barriers Compliance Board (the Access Board) is drafting architectural accessibility guidelines for state and local government buildings and facilities that will include specific requirements for court facilities.



This Guide uses ADAAG as the basis for identifying courthouse architectural Barriers. (It should not, however, be used as a substitute for ADAAG in designing new facilities or planning alterations. Elements of existing facilities that do not conform to ADAAG may restrict access to services, programs, or activities offered in those facilities. Where such nonconforming elements are identified through this survey, the court should determine whether they restrict program access and, if so, determine how program access can be provided. Methods of providing program access that should be considered include making structural changes, or using nonstructural methods such as acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate accessible sites. (Note that carrying an individual with a disability is not an acceptable method of providing program access except in exceptional cases.)

What Is The Court Facility Accessibility Reference Guide?

The court Facility Accessibility Reference Guide is a specific interpretation of ADAAG based on applicable regulations set forth in the Act and on the National Center for State Courts' technical experience in courthouse planning and design. Accessibility requirements of the major architectural elements and functional space most commonly found in court buildings are specified, in terms of the dimensional building design elements and ADAAG code references and are presented in tabular form. The Accessibility Reference Guide contains sections on Court Facility Accessibility, Site Accessibility, and the Accessibility of Common Use Building Elements.

How Should The Reference Guide Be Used?

The Court Facility Reference Guide is designed for use by court employees in conducting the required ADA self-evaluation of court facilities, and for use by courthouse design professionals. Because of the variation in individual courts and the associated accessibility requirements for individuals with disabilities, actual accessibility needs may vary from those included in the Reference Guide, which contains only the ADA-required accessibility features and National Center for State Courts recommendations. Variations of specific regulations with proven equivalent access to the facility are permitted by the ADA. During the assessment process, it is important to have input from persons with disabilities or groups that represent persons with disabilities in order to broaden the accessibility of courthouse utilization by these groups.

The reference guide should be used along with ADAAG to identify courthouse access barriers. The survey results of the identified access barriers can then be used in determining the compliance strategies as required in the Transition Plan for existing facilities. The reference space standard and the accessible installation specifications can also serve as the basis for accessible courthouse design or in achieving access for individuals with disabilities using the courts. Due to the complexity of local building codes and building circulation system (such as corridors, stairs, and other emergency egress systems) and the installations of accessible public restroom stalls should be coordinated with local building code officials.

The court shall identify the existing facility barriers and make each of its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. In the event that structural changes to facilities will be taken to achieve program accessibility, such changes shall be made as expeditiously as possible but no later than January 26, 1995, and a transition plan depicting the steps necessary to complete the changes shall be developed by July 26, 1992 for courts that employ 50 or more persons. New Construction and renovation or alteration of existing facilities commenced after January 26, 1992 shall be constructed in conformance to ADA Accessibility Guidelines or UFAS in such manner that the new construction or the alteration are readily accessible to and usable by individuals with disabilities.



ACCESSIBILITY REFERENCE GUIDE

COURT FACILITIES

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Set			
Courtroom Entrance	Signage 4.1.3 (16)(a)	Signs designating courtrooms should meet the requirements: <i>4.30.4 Raised and Braille Characters:</i> Letters and numerals shall be raised 1/32", upper case, a serif or simple serif type and be accompanied with Grade 2 Braille. Raised characters heights shall be 5/8" to 2". <i>4.30.5 Finish and Contrast:</i> Non-glare finish on the sign and contrast the characters with their background. <i>4.30. Mounting Locations and Height:</i> Signs should be installed on the nearest adjacent wall to double leaf doors, or on the wall adjacent to the latch side of the door at mounting height 60" above the finished floor.	Signs should be mounted so that a person may approach within 3" of sign without encountering protruding objects or standing within the swing of a door.
	Accessible Door Width	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:	
	Thresholds at Doorways 4.13.8	Height no more than ½ with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	
Entrance Vestibule	Space Width for Wheelchair Passing 4.2.2 and A4.2 (3)	Full two-way circulation: Minimum 60", 64" optimal width for two wheelchairs passing. Partial two-way circulation: 52" for one able-bodied individual to walk along side or pass by a wheelchair.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment							
Entrance Vestibule (Continued...)	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:								
	Two Doors in Series 4.13.7	The minimum space between two doors in a series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same directions or away from the space between the doors ADAAG Fig. 26.	Applied to courtroom with double door sound lock at the entrance Vestibule minimum space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W.							
	Viewing Window on Door	The bottom frame should not exceed wheelchair eye level, 43". 40"H optimal.	A4.2 ADAAG Fig. A3 Eye level dimensions of adult wheelchair user.							
	Door Width, Hardware, Opening Force, and Doorway Thresholds	See Courtroom Entrance Section.								
Public Seating Area	Main Aisle Width	Main aisle width should meet the building code requirements of the emergency egress width based on the rated space occupancy and shall allow traffic to pass in the opposite directions.	Circulation space reference: Space for wheelchair passage or use of walking aids: 32" A4.2.1 (1), A4.2.1 (2), 48" minimum passage width for one wheelchair and one ambulatory person. A4.2.1 (3), ADAAG Fig A1, and should check with local and state building life safety code of required emergency egress width.							
	Number of Required Wheelchair Locations in Assembly Area 4.1.2(19)	<div>In an assembly area with fixed seating, accessible wheelchair locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table:</div> <table><thead><tr><th>Capacity of Seating</th><th>Number of Locations Required</th></tr></thead><tbody><tr><td>4 to 25</td><td>1</td></tr><tr><td>26 to 50</td><td>2</td></tr><tr><td>51 to 300</td><td>4</td></tr></tbody></table> <div>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker.</div>	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4
Capacity of Seating	Number of Locations Required									
4 to 25	1									
26 to 50	2									
51 to 300	4									



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Seating Area (Continued...)	Size of Wheelchair Location 4.33.2	Each wheelchair location (as ADAAG Fig. 46) shall provide minimum clear ground or floor space as follows: 66"W by 48"D -- Forward or Rear Access 66"W by 60"D -- Side Access	Space for each location should accommodate two persons in wheelchairs sitting together.
	Placement of Wheelchair Locations 4.33.3 A4.33.2	If fixed seating is provided, wheelchair areas shall be an integral part of the fixed seating plan. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users. At least one companion fixed seat shall be provided next to each wheelchair seating area.	Adequate turn-around space should be provided to allow wheelchair maneuvering into seating area from the main aisle. Wheelchair space should be located next to the main aisle and should not interfere with public traffic into the seating area.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (ground and Floor Surfaces.)	
	Installation of Assistive Listening System (ALS) 4.1.3 (19)(b)	A permanently installed ALS is required if: (1) The courtroom seats no less than 50 persons, or has an audio-amplification system, and (2) Has fixed seating. If courtrooms do not meet (1) and (2) above, a permanently installed ALS, an adequate number of electrical outlets, or other supplementary wiring necessary to support a portable ALS, shall be provided. Signage should be provided to notify patrons of the availability of a listening system.	It is recommended that permanent ALS be installed at public seats for ease of management.
	Placement of Listening Systems 4.33.6	Individual fixed seats provided with permanent listening system shall be located within a 50 ft. viewing distance of the witness stand, judge's bench and other courtroom activities in the litigation well area.	
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
Jury Box	Number of Required Wheelchair Locations 4.1.3(19)(a)	One wheelchair seat/space should be provided.	Jurors in wheelchairs may be placed at the end of the first row of juror seats within the jury box. Removable seats may be used in wheelchair spaces when the space is not required for a wheelchair user.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).	Proper floor elevation at the wheelchair seating location is necessary to maintain proper sight line relationships between jurors in wheelchairs and other parties in the trial proceedings.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Jury Box (Continued...)	Clear Floor Space for Wheelchair Seat A4.2.4	48"D by 30"W per chair, plus sufficient space allowance for maneuvering. The location of the wheelchair and the protruding footrests should no interfere with the circulation aisle at the jury box.	
	Access to the Wheelchair Seat	The front/side panel of the jury box at the wheelchair seat should be movable or folding. An access ramp or a mechanical chairlift device should be provided if there is a change in elevation between the wheelchair floor and the adjacent access floor area.	Circulation patterns should include considerations of traffic from the public seating area through the litigation well in the jury selection process and the movement of traffic between the jury deliberation room and the jury box throughout court proceedings.
	Installation of Assistive Listening System (ALS)4.1.3.(19)(b)	A portable ALS should be made available to jurors upon request.	Hearing impaired jurors need ALS at various locations throughout the courthouse. Portable ALS transmitters and receivers, such as the infrared system, provide flexibility and allow efficient sharing among multiple groups of jurors in the courthouse. If a wired earphone and wall receptacle type is used, the wall outlet should be provided close to seats.
	The Minimum Number of ALS Receivers 4.1.3(19)b	The number of ALS should be determined by the actual needs of jurors and managed by the jury commissioner of the court.	Hearing impaired jurors should be made aware of the availability of ALS upon contact with the jury commissioner. Portable ALS should be checked out to jurors before jury orientation begins for use in the courtroom and jury deliberation room, and returned when they are released from jury duty.
	Real-Time Translation for Deaf Juror	Interpreter/real-time transcription should be provided for deaf jurors. The interpreter should sit next to the deaf juror and the interpretation should not distract other jurors. If provided, the real-time transcription display screen should be mounted on a movable cart within clear view of the juror it serves.	Discussion: Jurors need to be able to clearly observe and hear the trial proceedings which involve evidence displayed, witnesses, attorneys, and the trial judge. The location of the interpreter or the interpretation device should be close to the jurors requiring interpretation. Placing the interpreter/signer next to the witnesses stand or by the speaking parties in the courtroom for individual juror with hearing disability to observe the proceeding and interpreter simultaneously may adversely cause distraction and confusion. It is important to consult with individuals with communication disabilities as to their preferred mode of communication or interpretation.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Witness Stand	Clear Floor Space for Wheelchairs A4.2.4	4.8.3, 4.8.4(1), 4.8.4(2): If a ramp is installed to access the elevated witness stand, the space requirement for the witness stand should comply with the ramp landing requirement, which is 60"D and 36"W minimum clear floor space. 4.2.4.2: If the stand is equipped with a removable platform a minimum 36W by 48"D clear floor space, including the required additional maneuvering clearance of 6" width shall be provided within the witness stand alcove.	Most of the existing facilities do not accommodate witnesses using wheelchairs giving testimony on the enclosed and elevated witness stand. This forces witnesses using wheelchairs either to give testimony outside the stand in the litigation well area or to painfully move from the wheelchair to the higher stand, and both are very uncomfortable for the witness. If ramp is used, landings at both ends of the ramp and handrails are required.
	Wheelchair Access	Access ramp to the one step (7") high witness stand should have slope no greater than 1:12. The front panel of the witness box should remain and the back panel should be eliminated to allow rear access to the stand.	Refer to the slope requirement of ramp sections. Alternatives: Movable stand or stand with removable platform may be considered for witnesses who do not have a disability and witnesses with disabilities may testify at the same witness stand with the platform removed.
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	A permanently installed ALS should be provided as an integral part of the courtroom recording and amplifying system.	
	Installation of Microphone		The portable microphone should be equipped with adequate length of cord to allow witness on wheelchair to speak from a recessed seating position.
Attorney Tables	Minimum Number 4.32.1	All attorney tables should be wheelchair accessible	Defense and prosecuting parties have tables opposite each other at pre-set locations in the courtrooms. It is unrealistic to expect attorneys to share one accessible table and switch seating locations when there is an attorney using a wheelchair.
	Seating 4.32.2 and 4.2.4	Clear floor space 48"D and 30"W with less than 19" overlap knee space under table.	29" from table edge plus necessary circulation allowance.
	Knee Clearance 4.32.3	Knee space minimum 27"H, 30"W, and 19" Deep.	Regular table may be raised to provide knee space as required, by inserting wood blocks at the table legs.
	Height of Tables 4.32.4	28" to 34" above the finished floor.	
	Accessible Path	Minimum 60" (54") width between table rear edge and the modesty rail behind.	Space clearance will allow either a wheelchair protruding portion 24" – 30" from table, plus 24" wide one person circulation. OR a 24" regular chair seating zone plus wheelchair circulation zone of 36".



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Tables (Continued...)	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	Either portable or permanent ALS should be available. Caption or real-time transcription display should be considered for deaf users with display devices at tables. Sign language interpreter may be used to assist communication.	Jurisdictions using a court reporter may expand the reporting function into networked real-time transcription systems for litigants and attorneys. In addition to the recording function, the instant transcript replay may also assist attorneys in case research and assist communication for users with disabilities are not fungible. Many individuals who use sign language do not read well enough to follow a written display, and many (post lingually) deaf individuals do not use sign language. It is important to consult with the individual who has a communication disability as to the preferred mode of communication or interpretation.
Judge's Bench	Minimum Number of Handicapped Accessible	None. Designed based on individual user's need 4.1.1(3).	The bench is a judge's primary workstation and it should be designed/equipped to permit the judge to approach it and to maneuver within. ADAAG does not require the bench to be constructed or equipped to be accessible. <u>However, in new construction and alterations, the bench should be adaptable.</u>
	Wheelchair Access to the Elevated Bench Platform	If wheelchair access is provided, accessibility to the elevated judge's bench should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	Refer to the requirement sections for ramp slope 4.8, handrail 4.8.5, and chair lift 4.11.
	Clear Floor Space 4.2.3	The clear space between the rear edge of the judge's desk and the rear courtroom wall should be no less than the minimum 60" diameter space required for a wheelchair to make a 180 degree turn.	Additional circulation clearance behind the bench should be considered where there is a panel of judges on the bench, such as in an appellate or ceremonial courtroom.
	Bench Furniture Requirements	The bench work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W, and 19" Deep.	
	Installation of Assistive Listening System (ALS)		Depending on the needs of individual users of the bench, installation of an assistive listening device may be necessary. The ALS may be an integral part of the courtroom recording/reporting system. The system switch may be centrally controlled by the courtroom clerk, but the volume/picture display adjustment should be available at individual receiver stations.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Clerk Station	Minimum Number of Handicapped Accessible Clerk Stations	None. Designed based on individual user's need 4.1.1(3).	In new construction and alterations, the workstation should be adaptable. If provided, installation of the accessible device should be an integral part of the design of the access system serving judge's bench, clerk's station, witness stand, and jury box. Efficient use of a system that serves multiple parties, instead of individual installations, is more cost effective.
	Wheelchair Access to the Elevated Workstation Platform	If wheelchair access is provided, accessibility to the elevated clerk's station should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	Refer to the requirement sections for ramp slope 4.8, handrail 4.8.5, and chair lift 4.11.
	Clear Floor Space	If accessibility to and within the workstation is provided, a 60" diameter space is required.	Additional circulation clearance behind the bench should be considered, where traffic passing neighboring stations, such as to an adjacent judge's bench from a private courtroom entrance.
	Furniture Requirements	The work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W and 19" Deep.	
	Installation of Assisting Listening System (ALS) 4.1.3(19)(b)	None. Designed based on individual user's need 4.1.1(3).	If ALS is provided, the volume/picture display adjustment should be available at individual receiver stations.
Courtroom Ancillary Space			
Attorney-Client Conference Rooms	Number of Required Wheelchair Accessible Spaces	All the attorney-client conference rooms should be accessible.	At least one on each floor, adjacent to courtrooms on an accessible route, in existing facility.
	Signage	Signage requirements for permanent rooms should comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Accessible conference room should be designated by International Symbol of Accessibility.	Refer to the section on courtroom entrance signage.
	Door Width	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge Side approach: ADAAG Fig. 25 Latch side approach:	
	Thresholds at Doorways 4.13.8	Height no more than ½" with beveled slope no greater than 1:2	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney-Client Conference Rooms (Continued...)	Door Opening Force 4.13.11	Interior hinged doors: 5lbf	
	Wheelchair Maneuvering Clearance Within	Wheelchair passage width 4.2.1—32" at a point and 36" continuously. 36" between table edge and wall. Wheelchair turn-around space 4.2.3 – 60" diameter.	Adequate clearance in front of doors so the door swing will not hit the person inside.
	Seating and Table	4.32.2: 19" knee space overlap Knee Clearance 27"H x 30"W x 19"D, 4.32.4 Table Height: The tops of the accessible tables should be from 28" to 34" above finished floor.	Regular tables may be replaced with wall mounted overhung writing surfaces to accommodate the required wheelchair maneuvering space.
Jury Deliberation Facilities			It is recommended that all the jury deliberation facilities be accessible
Vestibule at the Restroom Entrances	Door Width	4.13.5 Clear Width: Clear opening 32". Minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front Approach: Hinge side approach: ADAAG Fig. 25. Latch side approach:	
	Two Doors in Series 4.13.7	The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors ADAAG Fig. 26.	Vestibule minimum clear space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W. Additional space will be needed if lavatory sink, water fountain, or coat closet is provided in the space.
	Thresholds at Doorways 4.13.8	Height no more than ½" with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5lbf	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Vestibule at the Restroom Entrances (Continued...)	Drinking Fountain/Water Bottle	If provided, installation should be accessible to wheelchair jurors and jurors with difficulties bending or stooping 4.13.10(a).	Refer to: 4.15.2: Spout height should be no higher than 36". 4.15.5 <i>Clearance</i> : 30" by 48" floor space for wheelchair approach. 27"H, 30"W, and 17" to 19"D knee space for the forward reach cantilevered units. 4.15.4 <i>Controls</i> : Unit controls shall be front mounted or side mounted near the front edge. It shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Maximum force is 5 lbf.
Restrooms/ Water Closets in Jury Room	Minimum Number of Accessible Units Required	The restroom facility in the jury deliberation room should be wheelchair accessible.	A pair of single-user restrooms, comprised of a water closet and a lavatory in each unit, is recommended for each jury deliberation facility.
	Clear Floor Space	If a single-user toilet room is adopted, the clear floor space of the water closet, not in the stall, shall comply with 4.16.2, ADAAG Fig. 28— Diagonal Transfer – 48"W by 66"D front access, and 48"W by 56"D side access. Side transfer – 60"W by 56"D for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the center line of the toilet and the lavatory.	Refer to: 4.17.3, ADAAG Fig 30, and public restroom water closet section for the requirements of standard stall installation. Refer to accessible urinal section in the public restroom for detail requirements. Refer to accessible lavatories and mirrors in public restroom section, or 4.19 and 4.18, if provided.
	Height	17" to 19"H to the top of the toilet seat 4.16.3.	
	Grab Bar	4.16.4, 4.26 and ADAAG Fig. 29. Bar length at rear wall – 36" minimum with 6" maximum distance away from side wall, side wall – 40", and 42" for the alternate stall, with 12" maximum distance away from the rear wall, 33" to 36" height.	
	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height – 44" above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36" from the rear wall. Dispensers that control delivery, or that do not permit continuous paper flow, shall not be used.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Restrooms/ Water Closets in Jury Room (Continued...)	Door Width, Hardware, Opening Force, and Clearance of Stall Approach.	4.13 Door Width: 32" minimum. 4.13.8 Thresholds: ½" height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate. Door latch mounted height should be less than 48" above finished floor. 4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.	
Jury Meeting Space	Wheelchair Maneuvering Clearance	Minimum 60" (54") clearance between meeting table and wall at one side. The space would allow passage of wheelchair between jurors seated along the table and the surrounding wall.	Wheelchair circulation patterns in the room include movements from door to the meeting table, the meeting table to toilet facility, and turn-around within a room. Additional seat for an interpreter may be needed.
	Conference Seating and Table	Seating Knee Clearance 4.32.3: 27"H x 30"W x 19"D Table Height 4.32.4 – The tops of the accessible tables should be from 28" to 34".	
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	Portable ALS should be made available to jurors with hearing impairments.	Due to the confidentiality of jury deliberation, the ALS adopted for use should maintain the confidentiality of the proceeding.
Witness Waiting Room	Location	Should be adjacent to the accessible path of travel.	The witness waiting facility should be accessible and located in a controlled private area.
	Door	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees. 4.13.9 and 4.13.11: Easy to grasp door hardware and maximum 5lbf door opening force.	Refer to: Maneuvering clearance at doors 4.13 and ADAAG fig. 25 for various approach methods.
	Wheelchair Maneuvering Space	Adequate clear floor space for witness using a wheelchair to move within the room.	Minimum 60" by 60" floor space for wheelchair turn around.
	Conference Seating and Table	Table Height 4.32.4—If tables are provided, the tops of the accessible tables should be from 28" to 34".	
	Communication Device	If a telephone is provided, it should be equipped with volume control device.	
Prisoner Lockup Cells	Number of Accessible Facilities Required	If prisoner-holding cells are provided, it is suggested that at least one of the cells should be equipped with wheelchair accessible features.	Discussion: Consideration should be given for accommodation for male/female and adult/juvenile disabilities. If an accessible cell is designated to be used by all prisoners with disabilities in the courthouse, segregation among male/female and adult/juvenile should be maintained in using the facility. Circulations to the cell among different prisoner groups should also be separated. Physical and visual contacts between different prisoner groups should be avoided.
	Door Width	4.13.5 Clear Width: 32" minimum for wheelchair passage	Security grade construction



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Prisoner Lockup Cells (Continued...)	Water Closet	If provided, a security grade installation shall meet the accessibility requirements: 4.16.2 – Clear Floor Space, 4.16.3 – Heights, 4.16.5 – Flush Control, and 4.16.6 – Dispensers.	Regular grab bars, which may be used as weapons or to cause self-infliction, should not be installed at holding cell toilet facility. Security grade construction should be used and no removable parts should be used at the toilet installation.
Segregated Prisoner/ Attorney Interview Facility	Corridor Passage Width	Corridor width should be no less than 36" and 32" minimum, at door allowing the passage of a wheelchair.	The interview facility and the passages leading to it should be controlled but accessible.
	Accessible Clearance	Minimum 60" diameter turn around space should be provided in the interview booth, or a 30"W by 48"D minimum clear floor seating space in the reading carrel type seating.	
	Knee clearance and Height of Table	4.32.3: Knee clearance at tables should be at least 27"H, 30"W, and 19"D. 4.32.4: If a paper pass-over counter is provided, the top of the counter shall be from 28" to 34" above the finished floor.	
	Communication	4.31.5: Intercoms or closed circuit telephones used by the in-custody personnel and attorneys should be equipped with volume control or be hearing aid compatible.	Allow space for an interpreter at the attorney-prisoner interview in one of the interview booths.
Jury Assembly Facility	Accessibility Requirements	Facility should be accessible to jurors with disabilities. Jury assembly facility should be located adjacent to accessible routes, which connect jury assembly space with major public entrance and courtrooms.	Requirements for accessible doors, floor surface and width of passages and signage for permanent space/rooms should comply with ADAAG and may be referred to in the reference guide sections of courtroom and building signage.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
Jury Assembly Lounge	Wheelchair Seating Requirements	<p>There should be adequate floor space for jurors using wheelchairs dispersed around jury assembly and waiting area. If fixed seating arrangements are used in the jury assembly space for all the jurors, the accessible wheelchair seating locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table.</p> <table><thead><tr><th>Capacity of Seating</th><th>Number of Locations Required</th></tr></thead><tbody><tr><td>4 to 25</td><td>1</td></tr><tr><td>26 to 50</td><td>2</td></tr><tr><td>51 to 300</td><td>4</td></tr></tbody></table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each of these seats shall be identified by a sign or marker.</p>	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4	Refer to the requirement section of the courtroom public seating for wheelchair seating and passage aisle arrangements.
	Capacity of Seating	Number of Locations Required									
4 to 25	1										
26 to 50	2										
51 to 300	4										
Accessible Tables and Reading Carrels	<p>If reading carrels or tables are provided to jurors, they should be accessible for use by jurors using wheelchairs.</p>	<p>4.32.3: Knee clearance at table should be at least 27”H, 30”W, and 19”D. <i>Table Height</i> 4.32.4 – If tables are provided, the top of the accessible tables should be from 28” to 34”.</p>									
Juror Check In/Out Counter	Accessible Counter Clearance	<p>If administrative counter/windows are installed, at least one installation shall be accessible to jurors with disabilities. 4.32.4: Height of the counter top should be between 28” to 34” above finished floor. 4.32.3: If the counter protrudes into the approaching area, the bottom of the protruding portion should have 27” knee clearance.</p>									
Juror Restrooms	Need for Accessible Restrooms	<p>If restroom facilities are provided, accessible restrooms should be available to jurors with disabilities.</p>	Refer to General Use Building Elements, Public/Common Use Restrooms section of the reference guide for requirement detail.								



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Telephone/ Communication	Installation of Assistive Listening Systems	Permanently installed ALS is required IF (1) if it seats no less than 50 persons, or there are audio-amplification systems, and (2) there are fixed seating. For those jury assembly facilities that do not meet (1) and (2), a permanently installed ALS, an adequate number of electrical outlets or other supplementary wiring necessary to support a portable ALS shall be provided. Signage should be provided to notify patrons of the availability of a listening system.	Discussion: Most of the modern jury assembly facilities built to date are equipped with audio video systems for giving taped jury orientation and allowing TV program viewing. Viable communications to jurors with hearing disabilities can be provided in forms of captions films, interpreter, or portable ALS.
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
	Public Telephone	If public telephones are provided, requirements for accessible telephones in the facility shall apply and at least one of the telephones installed in the jury assembly facility should be equipped with a volume control device.	Refer to General Use Building Elements, public telephone section of the reference guide for requirement detail. Discussion: A jury commissioner who handles jury administrations may have more contact with individuals with hearing disabilities. Arrangements to provide TDD to jurors with hearing impairments should be available.
Clerk's Office			
Public Counter	Minimum Number of Accessible Counters	At least one counter of each cluster/group of counters should be designed for wheelchair access. The accessible counter should be adjacent to, or connected with an accessible route.	Alternate arrangements should be made in an existing facility to accommodate individuals with disabilities. The individual with a disability could be received personally by a clerk in an adjacent office or in a barrier-free area, or a clerk may step out from the counter workstation to process business for or provide services to the individual.
	Corridor/Waiting Aisle Space Clearance Before Counter	The waiting space in front of the accessible counters should meet the following requirements: Clear floor space 48"D by 30"W for one wheelchair, Turn around space of 60" diameter, and Clear wheelchair passage space with minimum width 36" behind the standing waiting line.	The required waiting space should be provided based on the average peak volume of traffic at the facility, but should be no less than the minimum accommodation for wheelchair maneuvering space and line waiting space. Depth of the waiting line for a wheelchair and a person standing should be no less than 72". The waiting line should not interfere with the corridor traffic passing by.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Counter (Continued...)	Accessible Counter Clearance	4.32.4: Height of the counter top should be between 28" to 34" above the finished floor. 4.32.3: If the counter protrudes into the approach area, the bottom of the protruding portion should have a 27" knee clearance.	
	Service Call	A device to call for assistance at the accessible counter should be provided if counters are not continuously attended by staff, and if the sight lines between a person using a wheelchair at the counter and staff stations supporting the front counter are obstructed.	
	Minimum Number of Accessible Counter Workstations	None. Design based on individual user's need 4.1.1(3).	It is recommended that 5%, or at least one, of a continuous bank of counters be equipped with wheelchair accessible features.
	Height of Counter	4.32.4: Accessible counters shall be from 28" to 34" above the finished floor/platform on the employee side.	
	Ramp to the Elevated Regular Counter Station	A ramp is needed to access the elevated workstation platform with a 1:12 slope.	The regular height of the counter is usually 42" above the floor and requires a raised platform for employees in wheelchairs to work at the counter within the maximum allowable 34" work surface height requirement.
	Accessible Counter Space Allowance	4.2.3: Adequate clear floor space for wheelchair turn around and maneuvering of no less than 60" by 60".	
	Reach Range Over Counter	4.2.5: No more than 25" for forward reach with knee space under counter, 24" maximum for side reach.	
	Workstation Storage Shelves Reach Limits	4.25.3: 48" maximum height. 4.25.3: 9" minimum side approach. 4.5.3: 15" low forward reach.	
Public File Review and Writing Surface	Minimum Number of Accessible Seating or Tables Required	4.1.3(18): If public file review is built-in or fixed seating areas or tables are provided, no less than one or at least 5% shall be accessible and comply with 4.32.	
	Accessible Fixed Seating and Tables, Including Study Carrels	4.2.4: Clear floor space 30" by 48", adjacent to an accessible route, clear and level floor surface, 4.32.3: Knee spaces at least 27"H, 30"W, and 19"D, 4.32.4: Accessible table height 28" to 34".	Requirements also apply to public use microfilm reader/printer stations.
	Self Service Record/ Book Storage	4.1.3(12)(b): Self service shelves or displays shall be located on an accessible route complying with 4.3. Forward reach – high 48" maximum and low 15" minimum. Side reach – high 54" maximum and low 9" minimum.	Discussion: Exemption of the wheelchair reach limits 54" in ADAAG is for mercantile display in private commercial facility and may not be applicable to the clerk's facility. In existing facilities, assistance by a clerk in retrieving items will provide program access.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Mail Drop/Boxes	Accessible Reach Range	Public mail drop/boxes should be available within reach range of 15" to 48" height, along the accessible route.	
Record Storage Stack Area	Stack Height and Aisle Width 8.5	Accessibility of an employee using a wheelchair to the stack area should be provided based on individual employee's need. 8.5, 4.2 Stack Aisle Width: 36" for single wheelchair passing, 42" preferable, and T-shape aisle turning space should be applicable, if needed. Shelf height in stack areas is unrestricted.	Stack aisle width and length should also meet local fire emergency egress code requirement.



ACCESSIBILITY REFERENCE GUIDE

BUILDING EXTERIOR & SITE

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Route	4.1.2(1): At least one accessible route within the boundary of the site from public transportation stops, accessible parking spaces, public street or side walk, to an accessible entrance.	4.3.3: 36" minimum clear width, except 32' at door, turn around diameter 60'. 4.3.4: 60" by 60" passing space located at interval less than 200 feet, or using a T-intersection. 4.3.5: 80" minimum head room, or detectable barrier warning to vision-impaired persons otherwise, 4.3.7: 4.8 – slope 1:12 maximum rise 30" maximum, width 36" minimum landing length, 60" by 60" landing when change direction.	Requirements for ramp, including handrails shall apply if ground/floor surface in an accessible route has a slope greater than 1:20.
	Ground and Floor Surfaces 4.5	Ground and floor surfaces shall be stable, firm, slip-resistant and comply with the following: 4.5.2: changes in level less than ¼" without treatment; ¼" to ½" with beveled edges of slope no greater than 1:2; ramp for change in level greater than ½", 4.5.3: Carpet used on ground or floor surface shall be securely attached; have a firm backing and have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. ½" maximum pile thickness. Exposed edge should be fastened. Level changes at carpet edges shall meet 4.5.2. 4.5.4: Grating space should be less than ½" on direction, and the long direction should be perpendicular to the dominant direction of travel.	Requirements apply to accessible route, accessible rooms, and spaces including floors, walks, ramps, stairs, and curb ramps.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment																								
Accessible Parking 4.1.2 (5)	Required Minimum Number of Accessible Parking 4.1.2 (5) (a)	<table><thead><tr><th><u>Total Parking In Lot</u></th><th><u>Required Minimum Number of Accessible Spaces</u></th></tr></thead><tbody><tr><td>1 to 25</td><td>1</td></tr><tr><td>26 to 50</td><td>2</td></tr><tr><td>51 to 75</td><td>3</td></tr><tr><td>76 to 100</td><td>4</td></tr><tr><td>101 to 150</td><td>5</td></tr><tr><td>151 to 200</td><td>6</td></tr><tr><td>201 to 300</td><td>7</td></tr><tr><td>301 to 400</td><td>8</td></tr><tr><td>401 to 500</td><td>9</td></tr><tr><td>501 to 1000</td><td>2% of total</td></tr><tr><td>1001 and over</td><td>20 + 1 of each 100 over 1000</td></tr></tbody></table>	<u>Total Parking In Lot</u>	<u>Required Minimum Number of Accessible Spaces</u>	1 to 25	1	26 to 50	2	51 to 75	3	76 to 100	4	101 to 150	5	151 to 200	6	201 to 300	7	301 to 400	8	401 to 500	9	501 to 1000	2% of total	1001 and over	20 + 1 of each 100 over 1000	
		<u>Total Parking In Lot</u>	<u>Required Minimum Number of Accessible Spaces</u>																								
		1 to 25	1																								
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401 to 500	9																										
501 to 1000	2% of total																										
1001 and over	20 + 1 of each 100 over 1000																										
Accessible Parking Space 4.6.3	Accessible parking space: 96" wide minimum Parking access aisle: 60" wide, and two accessible parking spaces may share a common access aisle, Parking vehicle overhangs shall not reduce the clear width of an accessible route (36" width), Parking spaces and access aisles shall be level with surface slopes less than 1:50 (2%) in all directions.																										
Van Accessible Parking Spaces 4.1.2 (5) (b)	One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96" wide minimum and shall be designated "van accessible". All such spaces may be grouped on one level of parking structure. 4.6.5 Vertical Clearance: 98" minimum at the parking space and along at least on vehicle access route to such spaces form site entrances(s) and exit(s).	Exception: Provision of all required parking spaces in conformance with "Universal Parking Design" is permitted. Universal Parking Design: All accessible spaces are 132" wide with a 60" access aisle.																									
Accessible Parking Location 4.6.2	Shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that serve not particular building, accessible parking shall be located on the shortest route of travel to an accessible pedestrian entrance to the parking facility.																										



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Parking 4.1.2 (5) (Continued...)	Passenger Loading Zone 4.1.2 (5) [c], 4.6.6	If provided, at least one passenger loading zone shall be accessible with an access aisle of at least 60" wide and 20' long adjacent and parallel to the vehicle pull-up space. The access aisle shall be level with vehicle standing spaces with surface slopes not exceeding 1:50 (2%) in all directions. If there are curbs between the access aisle and the vehicle pull-up space, the curb ram must comply with 4.7 which requires a slope of less than 1:12 minimum, 36" minimum width, exclusive of flared sides, in general. 4.6.5 Vertical Clearance: 114" minimum at accessible passenger loading zones along at least one vehicle access route to such spaces from site entrance(s) and exit(s).	4.8.2, 4.1.6 (3)(a): Curb ramps and interior or exterior ramps to be constructed on sites or in existing buildings or facilities where space limitations prohibit the use of 1:12 slope or less may have slopes and rises as follows: (1) A slope between 1:10 and 1:12 for maximum – rise of 6" (2) A slope between 1:8 and 1:10 for maximum – rise of 3". A slope steeper than 1:8 is not allowed.
	Designated Signage 4.1.2 (7)	International Symbol of Accessibility shall be used to identify the parking space reserved for individuals with disabilities and the accessible passenger-loading zone.	
Directional Signage	Signs provide direction to or information about functional spaces in the building 4.1.2 (7)	4.1.2 (7) (c) Accessible Entrances: When not all entrances are accessible, accessible entrances should be identified by the International Symbol of Accessibility. 4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to-height ratio between 1:5 and 1:10. 4.30.3 Character Height: Sized according to the viewing distance. Minimum height 3", measured by using an upper case X. 4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.	Same Requirement of building signage for permanent room and spaces (4.30.1, 4.30.4, 4.30.5 and 4.30.6) and signs which provide direction to or information about functional space in the building. (4.30.1, 4.30.2, 4.30.3 and 4.30.5). Exception: Building directories and temporary signs are not required to comply.
	Elements and spaces should be designated by the international Symbol of Accessibility	Reserved parking spaces for persons with disabilities, Accessible passenger loading zones, Accessible building entrances when not all are accessible, and Accessible toilets when not all are accessible	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Directional Signage (Continued...)	Protruding Signage and Overhand Objects	<p>4.30.3 <i>Height Above Finished Floor</i>: Suspended or projected overhead in compliance with 4.4.2</p> <p>4.4.1 <i>Protruding Objects into Accessible Route or Maneuvering Space</i>: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space. <i>Wall Mounted Objects</i> with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space.</p> <p><i>Free-Standing Objects</i> mounted on posts or pylons may overhand 12" maximum, from 27" to 80" above ground or finished floor.</p> <p>4.4.2 <i>Head Room</i>: Circulation spaces shall have 80" minimum clear headroom. Barriers to warn blind or visually impaired persons shall be provided if vertical clearance of an area adjoining an accessible route is reduced to less than 80".</p>	



ACCESSIBILITY REFERENCE GUIDE

COMMON USE BUILDING ELEMENTS

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Entrances	Accessible Public Entrances, 4.1.3 (8) (a)	4.1.3 (8)(a)(i): At least 50% of all public entrances, excluding pedestrian entrances from enclosed parking garage, tunnel, and elevated walkway must be accessible. At least one must be a ground floor entrance. 4.1.3 (8)(a)(ii): the number of accessible entrances shall be at least equal to the number of exits required by the applicable building/fire codes. 4.1.3 (8)(a)(iii): Each tenant in the facility must be provided with an accessible entrance.	Public entrances are any entrances that are not loading or service entrances. One entrance can meet more than one of the requirements. Where feasible, accessible entrances shall be the entrances used by the majority of individuals visiting or walking into the building.
	Pedestrian Entrances from the adjoining Buildings/structures	4.1.3 (8)(b)(i): If direct access is provide for pedestrians from an enclosed parking garage to the building, at least one direct pedestrian entrance from the parking garage to the building should be accessible. 4.1.3 (8)(b)(ii): If access is provided for pedestrians from a pedestrian tunnel or elevated walkway, one entrance to the building form each tunnel or walkway must be accessible.	One entrance can meet more than one of the requirements.
	Service Entrance	4.1.3(8)(c), 4.14.2: if the only entrance to a building is a service entrance, that entrance must be accessible.	
	Directional Signage at Inaccessible Entrances	Directional signage should be installed at inaccessible entrances to indicate the location of the nearest accessible entrance	Directional signage should comply with: 4.30.1 General Requirements: 4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to-height ratio between 1:5 and 1:10. 4.30.3 Character Height: Sized according to the viewing distance. Minimum height 3", measured by using an upper case X. 4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Elevator	Requirement of Elevator on Each Floor in Multi-story Facilities 4.1.3(5)	One accessible passenger elevator shall serve each floor, including mezzanine, in all multi-story buildings and facilities. <u>Elevator exemption for private facility with less than three stories or less than 3000 square feet per floor as on ADAAG 4.1.3(5) and 4.1.6(1) shall not apply.</u>	Exception: Elevator pits, elevator penthouse, mechanical room, piping or equipment catwalks are exempted from this requirement. Exception: Accessible ramp, complying with ramp requirement 4.8, may be used in lieu of an elevator. Exception: (The following limitations only apply to new construction and do not apply to alterations) Platform lift (wheelchair lift) that meets ADAAG 4.11 and applicable state and local codes may be used in lieu of an elevator under the following conditions: 1) To provide access where existing site constraints or other constraints make use of a ramp or an elevator infeasible. 2) To comply with the wheelchair viewing position line of sight (5% slope) an seating dispersion arrangement requirement, or to provide accessible route to a performing area in an assembly occupancy.
	Freight Elevator Requirement	4.10.1: Freight elevators are not required to meet the general elevator equipment unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Elevator (Continued...)	Elevator General Accessibility Features	<p>4.10.2 Automatic Operation: Shall be automatic and equipped with self-leveling feature with landing tolerance within ½",</p> <p>4.10.3 Hall Call Buttons: Call buttons shall be centered 42" above floor, raised or flush and no less than ¾", with visual indicators, responding activation's and responses. No object should be counted underneath call button with project more than 4" into hall.</p> <p>4.10.4 Hall Lanterns: Visible and audible signals shall be provided at each hoistway entrance. Audible signal shall sound once for up direction and twice for down direction or announce "up" or "down". 72" minimum mounting height with 2-1/2" minimum visual elements.</p> <p>4.10.5 Raised and Braille Characters on Hoistway Entrances: Raised and Braille floor designations on entrance jambs mounted 60" above floor with characters 2" high and raised 1/32".</p> <p>4.10.8 Door Delay for Car Calls: 3 seconds before close in response to a car call.</p> <p>4.10.9 Floor Plan of Elevator Cars: Adequate space for wheelchair to maneuver into car. The clearance between the car platform sill and the edge of hoistway landing shall be not greater than 1-14".</p> <p>4.10.11 Illumination Levels: 5 foot-candles minimum.</p> <p>4.10.12 Car Controls: All control buttons, raised or flush, with ¾" minimum dimension, designated by Braille or raised standard characters for letters, numerals, or symbols and placed immediately to the left of the button. All floor buttons shall be no higher than 54" for side approach and 48" for front approach. Emergency controls shall be grouped at the bottom of the panel and have their centerlines no less than 35" above floor. Control panel location shall be on a front wall for a center-opening door or on a wall immediately next to door for side opening door.</p>	<p>Refer to ADAAG for detailed descriptions of the following requirements:</p> <p>4.10.6 Door Protective and Reopening Device: ASME A17.1-1990</p> <p>4.10.7 Door and Signal Timing for Hall Calls</p> <p>4.10.10 Floor Surfaces: Shall comply with 4.5</p> <p>4.10.13 Car Position Indicators</p> <p>4.10.14 Emergency Communications: If provided, two-way communications complying with ASME A17.1-1990, with 48" maximum, mounting height, 29" handset cord length. Raised characters designation 4.30. If enclosed, the compartment door hardware shall comply with 4.27. The emergency intercommunication system shall not require voice communication.</p>
Ramp	Definition 3.5	A walking surface which has a running slope greater than 1:20	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Ramps <i>(Continued...)</i>	General Requirements of Ramps	4.8.2 Maximum Ramp Slope and Rise: 1:12 slope, and 30" rise for any run.	If space limitations prohibit the use of a 1:12 slope or less, curb ramps and ramps constructed on existing sites or in existing buildings or facilities may have slopes and rises as allowed in 4.1.6(3)(a): Slope between 1:10 and 1:12 6" maximum rise Slope between 1:8 and 1:10 3" maximum rise
	General Ramp Requirements	4.8.3 Ramp Clear Width: 36" 4.8.4 Ramp Landings: Ramp landing shall be level with width no less than the ramp run and a minimum length 60" clear. 60" by 60" landing, if ramp changes direction at landings.	If a doorway is located at the landing, the maneuvering clearance at the doorway shall comply with 4.13.6 (door approach clearance.)
		4.8.5 Handrails: If a ramp run has a rise more than 6" or a horizontal projection greater than 72", it shall have handrails on both sides. Handrails are not required on curb ramps or adjacent to seating in assembly areas.	Refer to: 4.8.5 (1-7), and 4.26(2-4): Handrail and grab bar installation and construction.
		4.8.6 Cross Slope: The cross slope shall be no greater than 1:50. Ramp Surface: shall be stable, firm, slip-resistant and comply with 4.5 4.5.2 Changes in Level: ¼" without edge treatment, ¼" to ½" shall have beveled edge with slope no greater than 1:2; 4.5.3 Carpet: Securely attached, edge shall be trimmed and fastened, pile thickness no more than ½"; and 4.5.4 Grating Space and Direction: No greater than ½" wide, elongated opening shall be perpendicular to the dominant direction of travel.	Requirements of ground and floor surfaces for ramps shall comply with those for the accessible route.
Public / Common Use Toilet Room Facilities	Accessible Toilet Room Requirement 4.1.3(11)	If toilet rooms are provided, each public and common use toilet room shall comply with accessibility requirement in 4.22. Other toilet rooms for the use of occupants of specific spaces shall be adaptable. Accessible toilet rooms shall be on an accessible route.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public / Common Use Toilet Room (Continued...)	Door Width, Hardware, Opening Force, and Clearance of Stall Approach	4.22.2 Door shall not swing into the clear space required for any fixture. 4.13: Door width: 32" minimum 4.13.8: Thresholds ½" height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate and not require twisting. Door latch mounted height should be less than 48" above finished floor. 4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.	Discussion: Lever operated, push-pull type mechanisms or U-shaped door handles are acceptable designs.
Water Closets	Minimum Accessible Water Closet Required in Each Public and Common use Toilet Room	If toilet stalls are provided, at least one shall be a standard stall complying with 4.17; where 6 or more stalls are provided, in addition to the standard stall complying with 4.17.1, at least one alternate stall shall be provided. If water closets are not in stalls, at least one with clear floor space complying with 4.16.2 and ADAAG Fig. 28 shall be provided.	Alternate Stall: 36" wide with an outward swing, self-closing door and parallel grab bars comply with ADAAG Fig. 30(d) and 4.26
	Water Closet Clear Floor Space	Water closet not in stall 4.16.2 – ADAAG Fig. 28 – Diagonal Transfer – 48" W by 66" D front access, and 48" W by 56" D side access. Side Transfer – 60" W by 56" D for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the centerline of the toilet and the lavatory. Standard Stall 4.17.3 – ADAAG Fig. 30 Standard stall 60"W by 59" D (floor mounted w.c.) or 56"D (wall mounted w.c.) with approach aisle width 42" for latch approach and 48" other approaches. At end of row 60" W by 59"D (floor mounted w.c.) or 56"D (wall mounted w.c.) with 36" additional depth for doorway.	
	Height	17" to 19"H to the top of the toilet seat 4.16.3	
	Grab Bar	Construction 4.16.4, 4.26, and ADAAG Fig. 29. Bar length at: Rear Wall – 36" minimum with 6" maximum distance away from side wall, Side wall – 40" and 42" for the alternate stall, with 12" maximum distance away from the rear wall , and 33" to 36" height.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Water Closet <i>(Continued...)</i>	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height – 44” above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36” from the rear wall. Dispensers that control delivery or that does not permit continuous paper flow shall not be used.	
	Door width, Hardware, Opening Force, and Clearance of Stall Approach	4.13 Door Width: 32” minimum. 4.13.8: thresholds ½” height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate. Door latch mounted height be less than 48” above finished floor. 4.17.5: 48” toilet stall approach width in general. 42” for latch side approach.	
Urinals	Minimum Number of Accessible Units	4.22.5: If urinals are provided, at least one shall be accessible complying with 4.18.	
	Height 4.18.2	Urinals shall be stall-type or wall-hung with an elongated rim no higher than 17” above the finished floor.	
	Clear Floor Space 4.18.3	30” W by 48”D space adjoin or overlap an accessible route.	Urinal shields that do not extend beyond the front edge of the urinal may be provided with 29” clearance between them.
	Flush Control and Mounted Height	4.18.4: Control shall be hand operated or automatic. Control shall be mounted no higher than 44” above finished floor. 4.27.4: If hand operated, the control shall be easy to grasp and operate with a force less than 5 lbf.	
Lavatories & Mirrors	Minimum Number of Accessible Units Required	4.22.6: If lavatories and mirrors are provided, at least one shall be accessible complying with 4.19.	
	Height and Clearance 4.19.2	Rim or counter surface no higher than 34” above finished floor. 29” clearance above the finished floor and the bottom of the apron. 17” minimum depth 8” D minimum knee clearance. Toe clearance between floor and pipe shall be 9” minimum height and 6” maximum against the wall. Mirror mounting height – 40” maximum	Hot water pipes and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact. No sharp or abrasive surfaces under lavatories.
	Clear Floor Space 4.18.3	30” W by 48” D space in front of the lavatory adjoin or overlap an accessible route. The clear floor space may extend a maximum of 19” underneath the lavatory.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment										
Control and Dispenser	Minimum Number of Accessible Units Required	4.22.7 If controls, dispensers, receptacles, or other equipment are provided, at least one of each shall be accessible to comply with 4.27											
	Clear Floor Space 4.27.2, 4.2.4	30" by 48" space allowing forward or parallel approach to the equipment by wheelchair users.											
	Height 4.27.3	Within reach range of wheelchair users 3.1.5 48" – 15": Forward reach, 3.1.6 54" – 9" : Side Reach. 15" above floor for electrical and communication systems receptacles.											
	Operations 4.27.4	Control shall e operated with on hand and shall not require tight grasping, pinching, or twisting of the wrist, Operating force should be less than 5 lbf.											
Private Restroom	Adaptability for future conversion for use by individuals with disabilities	Private restrooms are not required to be equipped with wheelchair accessible features but should be adaptable when necessary.											
Public Telephones	Number of Accessible Public Telephones Required	<table><tr><th>Number of Each Type Of Telephone Provided with</th><th>Number of Telephones Required to Comply with</th></tr><tr><td>On Each Floor</td><td>4.31.2 through 4.31.8</td></tr><tr><td>1 or more single unit</td><td>1 per floor</td></tr><tr><td>1 bank</td><td>1 per floor</td></tr><tr><td>2 or more banks</td><td>1 per bank</td></tr></table>	Number of Each Type Of Telephone Provided with	Number of Telephones Required to Comply with	On Each Floor	4.31.2 through 4.31.8	1 or more single unit	1 per floor	1 bank	1 per floor	2 or more banks	1 per bank	Types of public telephones include public pay telephones, public closed circuit telephones, and other public telephones. Accessible telephones may be either forward reach or side reach telephones.
	Number of Each Type Of Telephone Provided with	Number of Telephones Required to Comply with											
	On Each Floor	4.31.2 through 4.31.8											
1 or more single unit	1 per floor												
1 bank	1 per floor												
2 or more banks	1 per bank												
Clear Floor or Ground Space 4.31.2	30" by 48" Clear floor space Horizontal reach distance over obstacle: 10" maximum side reach, 20" maximum forward reach	Additional 6" width clearance (36" w X 48" d) for forward reach of clear floor space must be provided if the enclosed side panels protrude from telephone front panel beyond 24".											
Telephone Mounting Height 4.31.3	Highest operable part height limits: 54" side reach, 48" forward reach	Telephones not required to be accessible can be installed at any height.											



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Telephones (Continued...)	Protruding Objects 4.31.4	4.31.4: Fig. 44 Lower leading edge of the enclosure shall be not higher than 27" above finished floor or ground. 4.4.1 Protruding Objects into Accessible Route or Maneuvering Space: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space. Wall mounted objects with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space. Free-standing objects mounted on post or pylons may overhand 12" maximum from 27" to 80" above ground or finished floor.	Discussion: Protruding objects higher than 27" above floor can not be detected by an individual with a sight disability who uses a cane.
	Hearing-Aid Compatible and Volume-Control Telephones Required 4.31.5	Telephones shall be hearing aid compatible, with volume control range of 12 dbA to 18 dbA above normal and shall be provided in compliance with ADAAG 4.1.3 If automatic reset is provided, 18 dbA may be exceeded.	
	Volume Control Telephone Sign 4.30.7(2)	Telephones required to have volume control shall be identified by a sign depicting a telephone handset with radiating sound waves.	
	Controls 4.31.6	Push button controls shall be used when service for such equipment is available.	
	Telephones Books 4.31.7	If provided, telephone books should be located within reach range of wheelchair users: 48" - 15" forward reach 54: - 9" Side reach	
	Telephone Cord Length 4.31.8	The cord from the telephone to the handset shall be at least 29" long.	
Public Text Telephone	Minimum Number of Units Required	If more than 4 public telephones (including both interior and exterior phones) are provided at a site and at least one is in an interior location, at least one interior public text telephone shall be provided and comply with 4.31.9	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Text Telephone (Continued...)	Text Telephone Installation 4.31.9	(1) Text telephones used with a pay telephone shall be permanently affixed within, or adjacent to, the telephone enclosure. A sufficiently long telephone cord shall be provided for the acoustic coupler, if used, to connect the telephone and the telephone receiver. (2) A pay telephone designed to accommodate a portable text telephone shall be equipped with a shelf 10" w by 10"d, a 6" H clearance to place the portable text telephone and an electrical outlet within or adjacent to the telephone enclosure.	Equivalent facilitation may be provided.
	Text Telephone Signage 4.30.7(3)	The required text telephone shall be identified by the international TDD symbol. Signage indicating the location of the nearest text telephone shall be placed adjacent to all banks of telephones that do not contain a text telephone. If a facility has no bank of telephones, the signage should be provided at the entrance, such as in a building directory. The directional signage should include the internal TDD symbol.	
General Public Telephone Placement	Placement of Public Telephones in the Building/Facility 4.1.3.(17)(b)	No less than one or 25% of all other non-accessible required public telephones shall be equipped with volume control and shall be dispersed among all types of public telephones, including closed circuit telephones throughout the building or facility.	Non-accessible required public telephones may be installed at any height.

